***INDIVIDUAL* p-CARD USE AGREEMENT**

**AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_, between the **BOARD OF TRUSTEES OF \_\_\_\_\_ COUNTY S.D. \_\_\_, \_\_\_\_\_\_\_\_PUBLIC SCHOOLS, \_\_\_\_, Montana** (hereinafter the “Board”), and , residing at \_\_\_\_\_, Montana; (hereinafter the “**Faculty/Staff Member**”).

**W I T N E S S E T H:**

**WHEREAS**, by this Agreement the Faculty Member has been entrusted with a procurement credit card (“p-Card”) for use in the purchase of goods and services solely and exclusively for the authorized business purposes of the Board; and

**WHEREAS,** the Faculty Member agrees to abide by the terms and conditions of the p-Card as set forth herein, and as in District Policy 7400, Procurement Card Use.

**NOW, THEREFORE,** in consideration of the mutual covenants and conditions set forth herein, it is agreed by the Board and the Faculty/Staff Member as follows:

1. The Faculty/Staff Member hereby agrees to immediately return the p-Card upon request.

2. The Faculty/Staff Member shall not use the p-Card for the purchase of any goods or service that is not authorized by the terms of this Agreement or by the direct written approval of the Business Manager or Superintendent.

3. Faculty/Staff Member shall submit receipts and such other reasonable documentation of goods or services purchased as requested by the Business Manager or Superintendent.

4. Faculty/Staff Member shall immediately notify the bank in the event of a possible loss, theft, or unauthorized use of the Card by notifying the Bank by phone at (800) 361-3361 or by fax notice to the Bank at (888) 224-5394. Faculty/Staff Member shall also immediately notify the Business Manager of possible loss, theft, or unauthorized use of the Card, at XXX-XXX-XXXX ext XXX.

5. Faculty Member shall immediately indemnify the Board for any improper or unauthorized expenditure and for any and all costs and expenses (including attorneys’ fees and expenses) incurred by the Board in recovering improper or unauthorized expenditures by the Faculty Member. Employees of the District are expected to adhere to Board Policy 7320 which states: “Staff who obligate the District without Proper authorization may be held personally responsible for payment of such obligations.”

6. This Agreement may not be modified in any way without the approval of the Board.

**HEREBY**, I acknowledge that I have received Board Policy 7400 and a copy of this form, Individual Faculty p-Card Use Agreement, and I understand that it is my responsibility to read and comply with the policies and the Code of Conduct contained in the policies and any revisions and updates made to it.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement the day and year first above written.

**BOARD OF EDUCATION OF \_\_\_\_\_ CO. S.D. \_\_\_\_**

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Business Manager

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**FACULTY/STAFF MEMBER**